

U.S. Embassy Vientiane

Small Grant Program

Detailed Budget

Organization									
Project Title									

1	Project Management Human Resources	Number	Unit	Duration	Cost	unit *	total	US Embassy Share	Share of Funding from other Sources
1.1						Lao Kip or USD			
1.2						Please only use one			
1.3						currency in the			
1.4						budget			
1.5						(either all in kip			
1.6						or dollars)			
1.7									
1.8									
Chapter Sub-total									
2	Support costs (be specific)	Number	Unit	Duration	Cost	unit*	total	US Embassy	Other
2.1									
2.2									
2.3									
2.4									
2.5									
2.6									
2.7									
2.8									
Chapter Sub-total									
3	Seminars/Events/ publications (be specific)	Number	Unit	Duration	Cost	unit*	total	US Embassy	Other
3.1									
3.2									
3.3									
3.4									
3.5									
3.6									
3.7									
3.8									
Chapter Sub-total									
4	Professional Services (be specific)	Number	Unit	Duration	Cost	unit*	total	US Embassy	Other
4.1									
4.2									
4.3									
4.4									
4.5									
4.6									
4.7									
4.8									
Chapter Sub-total									
5	Other (be specific)	Number	Unit	Duration	Cost	unit*	total	US Embassy	Other
5.1									
5.2									
5.3									
5.4									
5.5									
5.6									
5.7									
5.8									
Chapter Sub-total									
Total without Overhead									
Overhead									
Grand Total									

* Please feel free to report in USD or Lao Kip

Please make sure to report in only one currency, i.e. all in USD or all in Lao Kip.

1) The Embassy is looking for the following things in your budget:
--A realistic understanding of the financial resources needed to carry out your project.
--Your ability to spend efficiently and in-line with non-profit expectations.
--To identify ineligible expenses in the case that your project will be funded.

2) Please keep in mind that this budget will be used to compare your project against other projects in a similar priority area.
The quality and transparency of your budget will help us evaluate your application fairly.

3) You must complete the budget in Excel.
Budgets submitted in programs other than Excel will not be reviewed. ☹

4) You do not need to complete each line in the budget.
Feel free to leave spaces blank.

IF YOU HAVE QUESTIONS: please feel free to write us at VientianeSmallGrants@state.gov.
This template is new and we are happy to have your feedback to make the form easier to use in the future.

Thank you!